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UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF HOME ECONOMICS
WASHINGTON, D. C.

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INFORMATION FOR DUPLICATING EXHIBIT PORTFOLIOS

Many requests to buy duplicate sets of the following exhibit portfolios have come to the Bureau of Home Economics. Since these are Government property, the bureau cannot sell them but in case you wish to make duplicates for your own use the cost is outlined below.

PHOTOGRAPHS Arrangements have been made with a Washington firm to make and sell the photographs for 30 cents each. If 10 copies of the same print are ordered, the price is 18 cents each. Order all prints through the Office of Cooperative Extension, U. S. Department of Agriculture, Washington, D. C. That office will then arrange to loan the necessary negatives to the commercial photographer. (Make purchase orders on the Hicks Photofinishers, Inc., 3825 Georgia Avenue, NW., Washington, D. C.) Order by negative number (see below) and list numbers in numerical sequence. Purchase orders from county agents should be approved by the State Extension Director.

Do not send money with the order. A bill which includes actual transportation charges will be sent to you when your material is delivered. Payment should be made promptly upon receipt of photographs. Send remittance direct to the firm and not to the Department of Agriculture.

Due to the high cost of these prints it is suggested that the state extension office copy the photographs in their own photographic laboratories. With the negatives on file, additional sets of portfolios can be made up at comparatively little expense. Portfolios may be borrowed from the Bureau of Home Economics for this purpose.

MOUNTS 16-ply Melton mounting board in carbon black, cut into 11 x 14-inch size, is used for the mounts. This may be bought at a photographic supply store for about five cents a piece.

ASSEMBLING An eyelet punch which punches the holes and sets the eyelets at the same time is used. An eyelet 3/16-inch long is suitable. They may be bought at a stationery store for about fifteen cents a box containing 250.

Black twilled tape 1/4 inch wide may be used for tying the mounts together; or the cards may be left separate and a cardboard, single-wing easel pasted to the back of each. In this case it is well to number the cards on the back so that they will be used in the proper sequence. (The negative numbers are listed in the order that the cards are to be used.) If easels are put on the back of the mounts the eyelets and tape are unnecessary.

ITEMIZED COST 1/ of a complete set (all 6 series) of portfolios is as follows:

74 photographs @ 30 cents	\$22.20
74 card mounts @ 5 cents	3.70
74 sheets mounting tissue @ 1 cent	.74
2 boxes eyelets @ 10 cents	.20
7 12-yard bolt twilled tape @ 15 cents	<u>1.05</u>
	\$27.89

Substituting art corners for the dry mounting and easels for eyelets and tying the cards together, the cost is:

74 photographs @ 30 cents	\$22.20
74 card mounts @ 5 cents	3.70
3 packages art corners @ 10 cents	.30
74 single-wing 9-inch easels @ 1 cent <u>2/</u>	<u>.74</u>
	\$26.94

HOME IMPROVEMENT PORTFOLIOS:

A New Deal for Old Furniture (Series number P-9)

3799-D, 3802-D, 3801-D, 3805-D, 3800-D, 3803-D, 3807-D, 3804-D, 3806-D.

Built-in Storage Spaces (Series number P-7)

3870-D, 3818-D, 3820-D, 3815-D, 3816-D, 3819-D, 3817-D.

Hooked Rugs (in three parts)

Rug designs (Series number P-1)

3927-D, 3915-D, 3916-D, 3917-D, 3918-D, 3919-D, 3920-D.

Equipment and materials (Series number P-2)

3929-D, 3909-D, 3910-D, 3923-D, 3924-D, 3925-D, 3926-D.

Making hooked rugs (Series number P-3)

3928-D, 3921-D, 3922-D, 3911-D, 3912-D, 3913-D, 3914-D.

Living Room Series (in two parts)

Wall treatments (Series number P-6a)

3886-D, 3887-D, 3888-D, 3889-D, 3890-D, 3891-D, 3892-D.

Arrangement of furniture (Series number P-6)

3893-D, 3894-D, 3895-D, 3896-D, 3897-D, 3898-D, 3899-D, 3900-D, 3901-D.

Slip Covers (Series number P-8)

3880-D, 3881-D, 3882-D, 3883-D, 3884-D, 3885-D, 3885a-D.

Window Curtains (in two parts)

Types of curtains (Series number P-5)

3902-D, 3903-D, 3904-D, 3905-D, 3906-D, 3907-D, 3908-D.

Making and hanging (Series number P-4)

3940-D, 3941-D, 3942-D, 3943-D, 3944-D, 3945-D, 3946-D.

1/ These prices were obtained in Washington, D. C. in November 1934 and are used merely as a guide. The Bureau of Home Economics makes no guarantee that they will be the same in other cities or at other dates.

2/ \$1.35 in lots of 150; in lots of 250 the price is 75 cents per 100.
(George P. Killian & Co., 1209 Pennsylvania Avenue, NW., Washington, D. C.)

BUYMANSHIP:

Household Textiles

When you buy sheets (Series number P-21)

4199-D, 4200-D, 4201-D, 4202-D, 4203-D, 4204-D, 4205-D, 4206-D,
4207-D.

When you buy bath towels and wash cloths (Series number P-22)

4212-D, 4213-D, 4214-D, 4215-D, 4216-D, 4217-D, 4218-D, 4219-D,
4220-D.

Clothing

When buying slips (Series number P-12)

4109-D, 4110-D, 4111-D, 4112-D, 4113-D, 4114-D, 4115-D, 4116-D,
4117-D.

When buying childrens clothing.

Save money by selecting comfortable garments (Series number P-10)

4100-D, 4101-D, 4102-D, 4103-D, 4104-D, 4105-D, 4106-D, 4107-D,
4108-D.

Good workmanship (Series number P-11)

4119-D, 4120-D, 4121-D, 4122-D, 4123-D, 4124-D, 4125-D, 4126-D,

Look for suitable fabrics (Series number P-13)

4152-D, 4153-D, 4154-D, 4155-D, 4156-D, 4157-D, 4158-D.

Self-help features (Series number P-14)

4145-D, 4146-D, 4147-D, 4148-D, 4149-D, 4150-D, 4151-D, 4160-D.

Consider real value of trim (Series number P-15)

4138-D, 4139-D, 4140-D, 4141-D, 4142-D, 4143-D, 4144-D, 4159-D.

When buying wash dresses

Look for washable fabrics (Series number P-16)

4221-D, 4222-D, 4223-D, 4224-D, 4225-D, 4226-D, 4227-D, 4228-D,
4229-D, 4230-D.

Washable styles (Series number P-17)

4231-D, 4232-D, 4233-D, 4234-D, 4235-D, 4236-D, 4237-D, 4238-D,
4239-D, 4240-D.

Careful fitting (Series number P-18)

4241-D, 4242-D, 4243-D, 4244-D, 4245-D, 4246-D, 4247-D, 4248-D.

Well-made dresses (Series number P-19)

4249-D, 4250-D, 4251-D, 4252-D, 4253-D, 4254-D, 4255-D, 4256-D,
4257-D, 4258-D.

Buttons and buckles (Series number P-20)

4259-D, 4260-D, 4261-D, 4262-D, 4263-D, 4264-D, 4265-D, 4266-D.

